

**RUTHERFORD COUNTY, TENNESSEE**

**REQUEST FOR PROPOSALS FOR FACILITIES PLANNING SERVICES  
FOR REPURPOSING OF THE EXISTING JUDICIAL BUILDING  
FOR COUNTY OFFICES USE**

**ISSUE DATE:**

**RESPONSE DUE DATE:**

## **1. Introduction**

Rutherford County has developed and funded a comprehensive plan to construct a complete replacement of its existing Judicial Building located on the north side of the Public Square in Murfreesboro, Tennessee. The new Judicial Center and a new supporting parking garage are both now under construction on Lytle Street just two blocks away from the Public Square. This construction is scheduled to be completed in June of 2018.

At the time of occupancy of the new Judicial Center, the space at the current Judicial Building will be vacated, and it will be available for our County offices to occupy. At the present time, there are numerous offices that need additional space, and thus, the need arises to properly study the details of determining the most efficient and effective allocation of the vacated space. Rutherford County believes that the engagement of a professional firm to analyze these needs will be the most effective approach to arriving at the best results.

An integral, important part of the study will of necessity include the initial assessment and recommendation of the future re-purposing or removal of the two buildings ("Bank" Building and "Coin" Building) adjacent to the existing Judicial Building.

## **2. Proposal Process**

By way of this Request for Proposals, Rutherford County is inviting those firms that have experience in office space allocation, office space requirements, need for proximity to other similar offices and functions, public accessibility needs, preliminary costs for refurbishing and renovation of current space to meet the needs of new occupants, etc., to submit a proposal to provide the needed professionals required for the study.

The firm's proposal should include the creation of a programming master plan that would accomplish at least the following:

- a. Inventory of existing County office buildings for use, space, quality and potential future use, if vacated (particularly the Goldstein Building).
- b. If the resulting recommendation vacates all of the Goldstein Building, please propose its future use or disposal.
- c. Creation of goals and guiding principles for County office space.
- d. Development of space standards.
- e. Forecast of County office space needs.
- f. Analysis of where offices and services would be best located.
- g. Development of enough conceptual design of office relocations to determine related costs.
- h. Creation of a schedule and phasing plan for relocation.
- i. Design and implementation plan for phase one of selected office relocations.

### 3. **Contact Information**

The primary contact for this project will be Ernest G. Burgess, Rutherford County Mayor. His office may be reached by phone at (615) 898-7745. His email address is [eburgess@rutherfordcountyttn.gov](mailto:eburgess@rutherfordcountyttn.gov).

### 4. **Background**

There are several Rutherford County offices that are located in the central downtown area of Murfreesboro. Some of these have additional space needs and possibly would benefit from relocation to the available space when vacated in the existing Judicial Building.

Listed below are some of the current locations of several offices that should be considered in the study:

- A. Goldstein Building (1 South Public Square)
  - Planning
  - Environmental
  - Building Codes
  - Election Commission
- B. Old Health Department Building (303 N. Church Street)
  - Human Resources
  - Risk Management
  - Recovery Courts
- C. Leased Space (309 W. Main Street)
  - Probation & Recovery
- D. Historic Courthouse
  - Mayor
  - Trustee
  - Budget & Finance
  - Office of Information Technology
  - Geographic Information Services
- E. 319 N. Maple Street
  - County Clerk
  - Register of Deeds
  - Assessor of Property

**5. Proposing Firm Background Information**

Rutherford requests that the proposing firm provide information to substantiate its ability to perform the proposal study. At a minimum the following components should be provided:

- A. Qualifications and experience of specific proposal firm members that will participate in the study.
- B. A list of similar projects/studies that have been completed by the firm.
- C. Reference projects that may be contacted for validity of quality and professional results.

**6. Projected Study Tasks, Time and Costs**

The proposal firm should provide:

- A. A list of the proposed tasks or steps included in the plan for the study.
- B. The time allocated for the completion of each task.
- C. The cost of each individual task or the total proposed costs.
- D. The proposed method of cost determination either by individual team member rate not to exceed a total task amount, or by an aggregated projected total by task.

**7. Submittal of Proposals**

The proposal should be delivered by 4:00 P.M. local time on \_\_\_\_\_ to the Rutherford County Mayor's Office, One Public Square, Room 101, Historic Courthouse, Murfreesboro, TN 37130 and must be received on time. A late proposal will not be considered. The proposal should be presented in the outline and order of this Request for Proposal contents. The original proposal plus three additional copies should be provided.

**8. Transmittal Letter**

The proposal should include a transmittal letter of authority to submit the proposal by a firm executive with proper authority to legally bind the firm to the submitted proposal.